

## **Board Meeting Minutes**

February 12, 2015 – 1:00 PM- 3:00 PM  
ITD Lobby Conference Room (208V)

- Meeting called to order at 1:00 pm
- Attendance:
  - Board Members Present: Sally Holewa, Russ Buchholz, Mike Ressler, Mike Lynk, Tom Trenbeath, Dallas Carlson, Amy Vorachek, Keith Schroeder (phone), Kara Schmitz-Olson (phone), Rick Majerus (phone)
  - Board Members Absent: Brandon Solberg, Bonnie Storbakken
  - Visitors Present: Tom Estes, Don Ludlow, Cher Thomas
  - Staff Present: Molly Brooks, Brian Nybakken, Bob Gordon, Heidi Smith
- Motion to approve the agenda: Russ Buchholz; second: Tom Trenbeath; unanimous approval
- Motion to approve the prior meeting minutes from the CJIS Board Meeting on October 14, 2014 and the Special CJIS Board Meeting on December 10, 2014: Tom Trenbeath; second: Mike Lynk; unanimous approval
- Legislative Update: Tom Trenbeath provided an overview of the proposed amendment to remove CJIS from ITD budget and move it to the AGO's budget. The proposed amendment provides that the CJIS Board will become an advisory board with additional membership. Additionally, the proposed amendment adopts the governor's budget and adds: 1 FTE with contractor support, \$230,000 for the Law Enforcement Records Management System (LERMS-P1), and \$330,000 for the State's Attorney Records System (STARS).
- LERMS-P1: Tom Estes and Don Ludlow from Motorola summarized the issues that need to be resolved to complete the upgraded LERMS-P1 system and outlined plans to address them. Bob Gordon provided a demonstration of the upgraded system. Molly Brooks explained the components of the \$230,000 request for LERMS-P1. \$150,000 is for ITD hosting costs due to implementation of needed disaster recovery, computer server replacement costs and computer component enhancements needed for the upgraded LERMS-P1 system. The other \$80,000 is for a funding source change to the general fund from local law enforcement agencies user fees.
- STARS: Brian Nybakken provided a demonstration of STARS. Molly Brooks explained the composition of the \$330,000 request. \$234,000 of the request is due to insufficient current budget funding for STARS licenses, which are needed to meet the ongoing and increasing demand for the system, and the associated annual maintenance costs for the

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licenses. \$96,000 is a funding source change from state's attorney user fees to the general fund.

- CJIS Brief Status: Molly Brooks mentioned that data processing is over budget. However, other areas of operations are running under budget, so it should not be an issue. She mentioned that she is very pleased with how projects are progressing, except for the LERMS-P1 delay, which is actively being addressed. She recognized Bob Gordon and Tammy Schatz for all of their diligent work on outreach in January. She recognized Heidi Smith for the IJIS publication on which she is recognized as a contributor. Additionally, Molly Brooks underscored the need for another FTE. Molly will compile hours and uncompleted tasks for CJIS for the month of February to show this need.
- Roundtable Discussion of Current Agency Projects –
  - Russ Buchholz: DOT is working on a motor vehicle modernization. The ND Renew mobile app to renew driver's licenses is in production.
  - Amy Vorachek: no update
  - Sally Holewa: no update
  - Tom Trenbeath/Dallas Carlson/Cher Thomas: AGO continues to work on an array of projects. The charter for the new intelligence system for SLIC was just completed. AGO is also working on the request from DOCR to automate sharing of SORAC rankings.
  - Mike Lynk: The contract for the Intergraph CAD upgrade will be finished soon.
  - Rick Majerus: no update
  - Kara Schmitz-Olson: no update
  - Keith Schroeder: no update
  - Mike Ressler: no update
- Next CJIS Board Meeting: Thursday, May 14 at 1:00 pm
- Meeting Adjourned at 3:04 – Motion to adjourn: Tom Trenbeath; second: Mike Lynk; unanimous approval